



**International Congress for School Effectiveness and Improvement**

**Terms of Reference:**

**Standing Committee on Registration and Membership**

<b>Name</b>	<b>Standing Committee on Registration and Membership (SCRAM)</b>
<b>Role and Purpose</b>	<p>The primary role and purpose of SCRAM is to establish and maintain robust congress registration and membership management systems and report to the Board on:</p> <ul style="list-style-type: none"> <li>• The implementation of the congress registration, proposal submission and review management, and congress programming system (Conftool)</li> <li>• Membership statistics and communications through the membership management (MembershipWorks) system</li> <li>• Configuration and software support for regional/thematic event registration</li> <li>• Any policy or expenditure decisions above 3000 Euros (not more than AUD5,000) (or to the Executive Committee if the matter is urgent)</li> <li>• Recommendations for improving membership management and website management functions</li> </ul>
<b>Objectives</b>	<p>The objectives of SCRAM include:</p> <ol style="list-style-type: none"> <li>1. Enter into contracts with Conftool; configure the registration, proposal submission, and program planning systems for current and future events</li> <li>2. Build capacity of local organizing committees (LOCs) to use conference planning and management software</li> <li>3. Monitor issues with conference and event registration and provide recommendations for improvement</li> <li>4. Pull and provide LOC and Board with congress registration updates/reports throughout the year</li> <li>5. Contract for and do initial configuration for congress website; work with LOC to ensure website is populated with timely and relevant content in preparation for congress</li> <li>6. Manage the membership system (MembershipWorks)</li> <li>7. Ensure network coordinators have access to and know how to use MembershipWorks to manage and communicate with network members</li> <li>8. Review and recommend new membership fees (last updated in 2019)</li> <li>9. Collaborate with the Communications and Knowledge Sharing (C&amp;KS) standing committee to solicit and review bids for website redesign; support technical implementation of new website</li> <li>10. Investigate systems, processes, and privacy considerations needed to build a wider mailing list; take active steps to begin building list</li> </ol>

<b>Authority and Delegation</b>	<p>The Committee may not make policy decisions or incur expenditure outside Budget, without approval by the Board (or the Executive Committee if the matter is urgent) unless these matters have been previously specifically delegated to the Committee.</p> <p>Any Board delegations to the Committee are subject to their being exercised in accordance with:</p> <ul style="list-style-type: none"> <li>• The Constitution</li> <li>• ICSEI policies, including the Code of Conduct and the Ethical Statement</li> <li>• The Budget approved by the Board</li> <li>• Any requirements on reporting and making recommendations to the Board</li> </ul> <p>SCRAM has full Board delegated responsibility for:</p> <ul style="list-style-type: none"> <li>• Seeking quotes for conference management and registration platforms</li> <li>• Contracting with Conftool for managing registration, proposal submission and review for Melbourne 2025</li> <li>• Seeking quotes for membership management and website management platforms/services</li> </ul> <p>Subject to the requirements on reporting and making recommendations to the Board.</p>
<b>Reporting lines</b>	SCRAM is appointed by and reports to the Board of ICSEI
<b>Membership</b>	<p>Minimum 2 Board members  In attendance: Executive Director</p>
<b>Secretariat</b>	Executive Director
<b>Terms of Office</b>	<p>12 months from ICSEI Congress or from date of appointment until following ICSEI Congress.  Board membership is reviewed at the Board meeting at the ICSEI Congress.</p>
<b>Quorum</b>	2 Members
<b>Meetings per year</b>	Minimum 4 meetings
<b>Current membership</b>	<p>Chair: Danette Parsley  Member: Pierre Tulowitzki  Member: Line Skov Hansen</p>

These Terms of Reference were approved by the Board of ICSEI on 21 March 2024.